



# **Ascension Re-Opening Policies**

**2020-2021**



All,

Our Catholic faith reminds us that we are never alone in our struggles. It roots us in relationship – with God and with neighbor, who is made in God’s image; it is expressed in prayer and worship and in love. Anchored in this relational way of being, we can respond to life’s stresses with great peace and inner security. As we come back together after months of being apart, we recognize that both teachers and students will need support necessary to reenter their school environments.

We are planning to open to in-person instruction on Wednesday, August 19<sup>th</sup> with an option for online learning for families with concerns about in-person instruction. The following procedures are based on guidance from the Center for Disease Control (CDC), Kentucky Department of Health, Kentucky Department of Education and the Office of Catholic Schools (OCS) and are designed to protect our entire community from the spread of Covid-19.

Implementation of this re-entry plan is subject to change at the direction of the Archdiocese of Louisville in collaboration with the authorities listed above. It is based on the best available information and conditions related to Covid-19 as of July 31, 2020. This plan will evolve and be adjusted when information becomes available as the status of the Covid-19 pandemic changes. Ascension School will continue to engage with the Office of Catholic Schools and other education partners as part of this important process.



**Arrival/Dismissal/Carpool:**

**No parents/visitors will be allowed in school building.**

Drop off for students in grades K-8: (pre-K will be using the parish lot and entering through gathering space under different regulations).

- Aintree lot ONLY beginning at **7:30am** (no drop off before then). \* if you **absolutely** have to have earlier drop-off, please contact Terry asap - [terry@ascension-parish.com](mailto:terry@ascension-parish.com)
- Form line inside pylons and remain in vehicle until faculty/staff does temp check (please have window down and child(ren) move head towards window).
- If cleared, student(s) may exit vehicle and enter school going directly to classroom. If temp of 100 or above, student will NOT be allowed in school.
- If you feel there is an error, please re-enter the back of line to be checked again. If temperature is still 100 or higher, a Dr. note (attached) will be needed before returning to school.
- Walkers MUST enter school through Aintree lot and have their temperature checked before entering school.
- Students becoming ill during the school day will be asked to sit in the church (we will have someone monitoring them) until they can be picked up – same Dr. note must be filled out before returning to school.
- Dismissal/Carpool will be in parish/gym lot as usual. Students will be dismissed by classroom with 30 sec. to 1 min. between them. We ask that parents remain in cars or stand next to them, but please do not congregate.
- Walkers will remain in homeroom.



## **Back to School/Parent Night**

### ***Grades 6-8 – Tuesday, August 11<sup>th</sup> - Masks Required***

4:30pm-5:00pm - One parent only with child(ren) in 6<sup>th</sup>-8<sup>th</sup> grade only; last name A-L drop-off supplies in classroom and move to church. If you have child(ren) in other grades, you may bring them with you, but they should not enter classroom.

5:00pm-6:00pm – A-Z 6<sup>th</sup>-8<sup>th</sup> grade parent meeting in church (1 parent with child(ren)). Children in other grades may attend.

6:00pm-6:30pm – One parent only with child(ren) in 6<sup>th</sup>- 8<sup>th</sup> grade only; last name M-Z drop-off supplies in classroom. If you have child(ren) in other grades, you may bring them with you, but they should not enter classroom.

### ***1<sup>st</sup> grade camp – Wednesday, August 12<sup>th</sup> - Masks Required***

4:00pm-5:00pm - Students will meet in Café (drop-off at café doors) and move to their classroom to drop off supplies and see their classroom as well as meet Ms. Jenks and Mrs. Jagers.

5:00pm – 6:00pm – Parents meet with Ms. Jenks and Mr. Mullaney in the café (enter through café doors only) while Mrs. Jagers takes students to gym or outside. **Masks are required.**

### ***Kindergarten Camp – Thursday, August 13<sup>th</sup> – Masks Optional***

4:00pm-5:00pm - Students will meet in Café (drop-off at café doors) and move to their classroom to drop off supplies and meet Mrs. Burchell and Mrs. Smith.

5:00pm – 6:00pm – Parents meet with Mrs. Burchell and Mr. Mullaney in the café (enter through café doors only) while Mrs. Smith takes students to gym or outside. **Masks are required.**



**Grades 2 & 3 - Monday, August 17<sup>th</sup> - Masks Required**

4:00pm-4:30pm - One parent only with child(ren) in 2<sup>nd</sup> or 3<sup>rd</sup> grade only; last name A-L drop-off supplies in classroom and move to church. If you have child(ren) in other grades, you may bring them with you, but they should not enter classroom.

4:30pm-5:30pm – A-Z 2<sup>nd</sup> and 3<sup>rd</sup> grade parent meeting in church (1 parent with child(ren)). Children in other grades may attend.

5:30pm-6:00pm – One parent only with child(ren) in 2<sup>nd</sup> or 3<sup>rd</sup> grade only; last name M-Z drop-off supplies in classroom. If you have child(ren) in other grades, you may bring them with you, but they should not enter classroom.

**Grades 4 & 5 – Monday, August 17<sup>th</sup> - Masks Required**

6:15pm- 6:45pm - One parent only with child(ren) in 4<sup>th</sup> or 5<sup>th</sup> grade only; last name A-L drop-off supplies in classroom and move to church. If you have child(ren) in other grades, you may bring them with you, but they should not enter classroom.

6:45pm-7:45pm - A-Z 4<sup>th</sup> and 5<sup>th</sup> grade parent meeting in church (1 parent with child(ren) in these grades only. Children in other grades may attend.

7:45pm – 8:15pm - One parent only with child(ren) in 4<sup>th</sup> or 5<sup>th</sup> grade only; last name M-Z drop-off supplies in classroom. If you have child(ren) in other grades, you may bring them with you, but they should not enter classroom.



## Café

Prior to any prep work, the café team will spray all surfaces with TB Quant Sanitizer/Disinfectant, (which is on the CDC list of chemicals that is food surface safe and kills many bacteria/viruses including COVID-19). All kitchen staff will wear masks during all food prep and cooking as well as adding face shields during lunch service for added protection.

- Students will enter the café from the school doors. They will be distanced 6ft apart while waiting in line to be served and wearing their face mask. Floor decals will be placed in 6-foot increments for students to stand on.
- Students will have 20 min for lunch and 15 min for recess (extended when possible).
- We will eliminate other classes passing through the café as they will be using various doors around the building to re-enter from recess. Essentially, there will be a one-way traffic flow.
- We intend to have a maximum of 3 classes at a time in the café and maintain distance during lunch.
- As students go through the line, they will no longer be able to help themselves to vegetables, etc. instead everything will be plated for them.
- All fruits will be in disposable portion cups & milk will be poured for them. No longer will students need to enter their lunch numbers on the pin pad, but instead will give their number to our cashier to manually enter.
- Tables will be separated & each table will sit two students. We will be using our normal utensils, cups & trays, since our dish machine reaches temperatures of over 170 degrees, everything will be safe from bacteria & COVID-19, (as stated by the CDC, EPA, & FDA).
- After students have finished their meals, they will dispose of any leftover food(s), napkins, etc as they normally do. Those assigned to clean tables will only be using our provided buckets of Quant Sanitizer & rags, which are cleaned & refilled after each classroom has finished cleaning their tables. When they
- are finished cleaning our kitchen staff will go over each table & chairs with the TB Quant Sanitizer for additional sanitization & disinfection.
- At the end of the lunch service each table and chair will once again be sprayed with TB Quant Sanitizer/Disinfectant along with all surfaces in the cafeteria & kitchen. This includes all handles, doors, water fountain, appliance, etc.



## **Cleaning and Disinfection**

- Frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, tables, chairs) within the school will be cleaned between uses. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited or cleaned between uses.
  
- Touchless bathroom faucets will be installed before the start of school.
  
- Water bottle filling stations will be added throughout the building.
  
- A schedule for increased, routine cleaning and disinfection is in place and includes disinfecting all classrooms, bathrooms, café and hallways at the end of every day and/or in between classes.
  
- Safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. Use products that meet EPA disinfection criteria.
  
- Classrooms will be sanitized using sanitizing wipes, approved by CDC, between classes.
  
- Students will be required to use hand sanitizing soap, available by door of every room, before entering classrooms. Students in grades 2-8 WILL switch classes as normal – something the faculty has requested.



### **School Mass**

School masses have been suspended until further notice.

### **Masks**

Masks are required to be worn, all day, by all students in grades 1-8 (except during lunch and recess where students will be socially distanced). If your child(ren) has issues with wearing a mask, please consider the hybrid option or provide a medical release. We will provide one cloth, Ascension, mask to each student, which can be picked-up on back to school night. If you would like to order more, here is the link: <https://ascensionfanwear.itemorder.com/sale>

### **Playground**

- Students will wash their hands before going out to play and immediately upon returning inside the school building.
- We will limit how many classes are on the playground at one time.

### **Shared Objects**

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student his or her own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.





### **Online/Hybrid**

PE, Music, Art and Spanish will be suspended until further notice to allow for subs in classrooms when needed and to assist students who have fallen behind since March 13. These teachers will also be helping students who are learning remotely.

If a student is not in school due to illness, or parents feel uneasy about sending their child(ren) to in-person instruction, we will offer live streaming of classes through Zoom and should we move to entire school online, the following will apply:

- Student should wake-up and prepare (brush teeth/hair, eat breakfast, etc...) at their normal time as if they were going to school.
- We are requiring students at home to wear their uniform for the day.
- We ask that you designate a room/space **OTHER THAN BEDROOM** for child to work in. This should be a space or room with limited distractions. What we are asking is that they are **NOT** in their bed and animals, toys, music, etc.. are not around to distract.
- Teachers will send Zoom links for classes and students will be expected to join, beginning at 7:55am for attendance. Students will be counted absent if they are not logged in by 7:55am. If there are issues logging in, please call the school office as you would on a normal day.
- We have purchased audio systems to improve sound in each classroom and ipad or laptop cameras will be used for visual (as of now, these have not arrived and we do not know when to expect them).
- Students are expected to pay attention, complete assignments and participate in each class.
- Mrs. Hood and special area teachers will try to make time to help students both in school and at home as needed. We are continuing to explore options for other teachers to be available to help students working online.
- Technical issues should be reported to Terry – 451-2535 so we can resolve as quickly as possible.

While online learning is not as effective as in-person, we feel we do an excellent job of maintaining rigor and will continue to do so this year. It is worth knowing that because our faculty will be working with students in the classroom, they may not be as available to help students at home like they would if the whole class is online. For a student at home to get the most out of online learning, it is recommended that they have an adult to help them, if needed.

Our hybrid learning will allow for in/out days at parent discretion: attend in-person or online as often as needed.



### **Staying Home when Appropriate**

There has never been a more important time for parents to make sure their child(ren) is healthy before coming to school. We are relying on you to take temperatures at home each morning, ask how they are feeling (nausea, headache, sore throat, stomach pain) as well as check for persistent coughing, sneezing. If any of these symptoms are present, please keep them home and consult a pediatrician, if needed. If you do see a pediatrician, the attached note will need to be submitted to school office upon return.

### **Ventilation**

We have ensured ventilation systems operate properly and are waiting on bids to increase circulation of outdoor air as much as possible. We will be installing high quality filters before school begins.

### **Evidence of a Positive Case**

- If a student or family member tests positive for COVID-19, parents are asked to report the positive case by calling the school office.
- If we have a confirmed case of COVID-19 the health department and Office of Catholic Schools OCS will be contacted by the school administration.
- The administration will follow the health department directives on how to proceed regarding notification and possible closure.
- Any decisions regarding quarantine, closure, etc. made by the health department or school administrators will be communicated to families.
- School personnel will wear appropriate PPE equipment to assist any student in an isolated room until their parent is able to pick them up from the school office.



### **Guidance on Management for COVID-19 positive Students and Staff**

- All students and staff will monitor their temperature daily prior to coming to school. All students and staff with a temperature of 100 or greater, or with a new onset of COVID-19 symptoms must stay home that day. It is strongly encouraged that they seek medical evaluation to determine the reason for the fever and/or symptoms and whether testing for COVID-19 is warranted.
- Students and staff that undergo testing for COVID-19 must remain out of school until a negative result is confirmed.
- Students and staff with symptoms which may suggest COVID-19, are encouraged to seek medical attention to determine whether testing for COVID-19 is warranted. During cold season, most cases of mild respiratory symptoms will not be due to COVID-19, so no formal requirement to seek medical evaluation should be imposed.
- During the school day, any students who develop symptoms including fever, will be separated from the class and parents will be contacted to pick them up.

### **Guidance for Exposure to COVID-19**

- Exposure is defined as close proximity (within 6 feet) for at least 15 minutes to a person with a laboratory-confirmed case of COVID-19. Exposure may occur after the COVID-19 patient develops symptoms or up to 48 hours prior to the onset of symptoms. All household contacts are considered to meet this definition.
- Students and staff that are exposed to COVID-19 should remain out of school 7-10 days from first symptom or first positive test, or 3 consecutive days of no symptoms, or negative COVID-19 test. During this time, they should monitor for symptoms of COVID-19, including checking temperature daily. Every effort should be made to avoid contact (within 6 feet) with the COVID-19 patient during this time.
- Students and staff that develop fever or other symptoms during the quarantine period should seek medical evaluation and COVID-19 testing.
- Students who are feeling well enough to participate in hybrid/online learning (K-8) during the quarantine period should do so.
- A substitute teacher will be arranged to handle classroom instruction for staff who are being quarantined. If the quarantined teacher feels well enough to assist in hybrid/online learning activities or in-class lesson plan implementation, he or she should do so.



### **Protocol After a Student Contracts COVID-19**

- Students who are diagnosed with COVID-19 should notify school administration as soon as possible. School officials will then notify the Pastor, Health Department and the Office of Catholic Schools.
- An email will be sent to all students in the child's classroom to inform families of a confirmed case of COVID-19 in the class. Students will be given the option to begin hybrid/online learning.
- The classrooms will be disinfected with products capable of destroying COVID-19 virus particles. The classroom will be off-limits to students and teachers until the disinfecting can be completed. Any classroom items that cannot be thoroughly disinfected will be off-limits for 72 hours.
- Students and staff who are diagnosed with COVID-19 should remain out of school 7-10 days from first symptom or first positive test, or 3 consecutive days of no symptoms, or negative COVID-19 test.
- All household members (siblings, parents, etc.) of the student with COVID-19 are considered to have exposure to COVID-19. They should follow the above guidelines regarding the quarantine period.

### **Protocol After a Staff Member Contracts COVID-19**

- Staff members will notify school administration immediately upon learning of his or her diagnosis. School administration will then notify the Health Department and Office of Catholic Schools.
- An email will be sent to all students' families in the teacher's classroom to inform them of the confirmed case of COVID-19. Students will be given the option to begin hybrid/online learning.
- The classroom will undergo thorough disinfecting with products capable of destroying COVID-19 virus particles. The classroom will be off-limits to students and teachers until disinfecting can be completed. Any classroom items that cannot be thoroughly sanitized will be off-limits for 72 hours.
- Students and staff who are diagnosed with COVID-19 should remain out of school 7-10 days from first symptom or first positive test, or 3 consecutive days of no symptoms, or negative COVID-19 test.
- All household members (spouse, children) of the staff member with COVID-19 are considered to have exposure to COVID-19. They should follow the above guidelines regarding the quarantine period.